



**Workforce Development**  
Missouri Department of Economic Development

**Missouri  
Division  
of**

# DWD Issuance 11-2018

(Release Number—Program Year)

Release Date:

June 25, 2019

Effective Date:

June 25, 2019

Expiration Date:

Continuous, until further  
notice

**SUBJECT:**

## Local Eligible Training Provider Selection Policy

**ATTACHMENTS:** None. (Referenced documents are available in the [“Related Resources”](#) directory of the [Eligible Training Provider System webpage](#) on [jobs.mo.gov](#). Updates to these documents may post-date this Issuance.)

*This Issuance is Official Policy  
of the Missouri Division  
of Workforce Development*

**ISSUING AUTHORITY:**

Mardy Leathers  
Director  
Missouri Division of Workforce  
Development

**THIS ISSUANCE MAY REQUIRE  
CREATION OR ALTERATION OF A  
CORRESPONDING LOCAL POLICY**

**KEYWORDS:**

Eligible Training Provider System;  
Local Workforce Development  
Boards (WDB); selection; training;  
Workforce Innovation and  
Opportunity act (WIOA).

**THIS ISSUANCE AFFECTS:**WIOA Title I  
Local Areas/Local Boards/Local Plans

WIOA Title I One-Stop Delivery/Service  
Providers  
WIOA Adult Employment/Training  
WIOA Dislocated Worker  
Employment/Training  
WIOA Youth Workforce Investment Activities  
State of Missouri Workforce System  
Procedures

**FOR THE ATTENTION OF:**  
DWD State Professional Staff

One-Stop frontline staff  
Local WDB Directors  
Local WDB Members  
One-Stop Operators  
One-Stop Functional Leaders  
Service Providers  
Local Quality Assurance Monitors

**RESCISSIONS:**

DWD Issuance 07-2017, “Local Eligible Training Provider Selection Policy,” September 22, 2017.

**REFERENCES:**

Missouri Eligible Training Provider System

<https://jobs.mo.gov/community/missouri-eligible-training-provider-system>

**Related Resources:**

- “Summary of Required Criteria for Eligible Training Providers”
- “WIOA Eligible Training Provider System Policy and Procedures Guidance for State of Missouri”
- “Eligible Training Provider System, Training Provider Applicant Assurances Agreement”
- ETPS FAQ

<https://jobs.mo.gov/related-resources/node/174>

[WIOA State Plan for the State of Missouri FY 2018](#)

WIOA Section 122 [[29 U.S.C. 3152](#)], “Identification of eligible providers of training services”

WIOA sec. 107(d)(10) [[29 U.S.C. 3122\(d\)\(10\)](#)], “Local workforce development boards”

[20 CFR 680.230](#), “What are the requirements for coordination of Workforce Innovation and Opportunity Act training funds and other grant assistance”

[20 CFR 680.430](#), “Who is responsible for managing the training provider eligibility process”

[20 CFR 680.510](#), “In what ways can a Local WDBs supplement the information available from the State list of eligible training providers and programs”

## SUMMARY:

Providers of training services under Title I of WIOA<sup>1</sup> must meet the eligibility requirements of the law,<sup>2</sup> be approved by the State agencies and under the criteria as described in the State Plan,<sup>3</sup> and be approved by the Local WDB to provide services in that Local Workforce Development Area (LWDA). Local WDBs, therefore, must develop a written, standing policy for selecting and approving eligible training providers (ETP)<sup>4</sup>. This policy must include required performance levels, procedures for Pell Grant reimbursement to WIOA for tuition,<sup>5</sup> and specific terms and expectations of the ETPs. Previous guidance<sup>6</sup> on this topic is herein rescinded due to updated procedures. Some requirements also have been eliminated to streamline local administration.

## BACKGROUND:

WIOA assigns Local WDBs final responsibility for approving ETPs, and their corresponding services, as *consumer choices*<sup>7</sup> for participants in their LWDA. The regulations implementing WIOA further require<sup>8</sup> the Local WDB to carry out the eligibility determinations assigned to it by the State. These can include determining the initial eligibility of entities providing a program of training services, renewing the eligibility of providers and programs, and possible termination of any ETP submitting inaccurate eligibility or performance information or violating WIOA requirements. Other procedures include informing ETPs of requirements of the program and methods for reimbursement. Expectations for specific actions and timelines for action must be described in detail.

Previous State requirements for submission of the Local ETP Selection Policy to the Division of Workforce Development (DWD) for review are hereby rescinded. However, as with all Local WDB standing policies, it should be publicly available electronically or at the Local WDB office—or both—for verification in the Local Quality Assurance Monitor's sub-State monitoring report. The Local ETP Selection Policy should be reviewed in conjunction with preparation of the Local Plan and during the midpoint (two-year mark) plan modification review. The Local WDB may set higher levels of performance standards than those required by the State as criteria for training providers to become—or remain—eligible to provide services in its LWDA<sup>9</sup> (However, the implementation regulations for WIOA forbid creation of additional local standards or information requirements for Registered Apprenticeship training programs.<sup>10</sup>).

## SUBSTANCE:

The requirements for development of a Local ETP policy are available online in the [“Related Resources” directory](#) of the [Eligible Training Provider System \(ETPS\) webpage](#) on [jobs.mo.gov](#). The local policy must outline methods of gaining Local WDB approval, expected performance levels, procedures for reimbursement, the eligibility renewal process, and conditions that would result in termination of training providers due to performance issues or failure to fulfill WIOA requirements. The underlying statewide eligibility criteria and information requirements (as detailed in the State Plan) are in the ETPS Policy and Procedures Guidance in the ETPS Related Resources Directory.

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<sup>1</sup> Pub. L. 113-128 [[29 U.S.C. 3101 et seq.](#)].

<sup>2</sup> WIOA Section 122(a)(2) [[29 U.S.C. 3152\(a\)\(2\)](#)].

<sup>3</sup> [WIOA State Plan for the State of Missouri FY 2018](#).

<sup>4</sup> WIOA Section 122 [[29 U.S.C. 3152](#)], “Identification of eligible providers of training services.”

<sup>5</sup> [20 CFR 680.230\(c\)](#).

<sup>6</sup> DWD Issuance 07-2017, “Local Eligible Training Provider Selection Policy,” September 22, 2017 [*herein rescinded*].

<sup>7</sup> WIOA sec. 107(d)(10)(e) [[29 U.S.C. 3122\(d\)\(10\)\(e\)](#)].

<sup>8</sup> [20 CFR 680.430](#).

<sup>9</sup> [20 CFR 680.430\(d\)\(2\)](#).

<sup>10</sup> [20 CFR 680.510\(a\)](#).

Additionally, the Local ETP Selection Policy must be consistent with approval processes and performance criteria contained within the Local Plan. The Local ETP Selection Policy should be reviewed and its content coordinated with the scheduled creation process and modification review process for the Local Plan. If the development of the policy requires redefinition of those processes and criteria, a Local Plan Modification must be filed.<sup>11</sup>). Designated staff for the Local WDBs already have access to the State's ETPS application, where they are responsible for reviewing and approving providers and their programs at the local level.

#### **ROLES, RESPONSIBILITIES, and REQUIRED ACTIONS:**

This Issuance is in immediate effect and should be made available to all Local WDB members and appropriate Local WDB staff. The referenced online documents for policy creation, implementation, and review will be updated as frequently as necessary, independent of the release date of this Issuance.

Therefore, the current versions should be consulted when creating, updating, or reviewing the Local ETP Selection Policy. Coordination with the Local Plan and Local Plan Modification Review processes should follow the timeline below.

Local Quality Assurance Monitors must verify the status of the Local ETP Selection Policy when compiling their sub-state monitoring report.

#### **TIMELINE:**

<b>Local WDBs</b> — Review and approval of ETP applicants.....	<b>Ongoing</b>
<b>Local WDBs</b> — Review of Local ETP Selection Policy/Coordination with Local Plan preparation.....	<b>February 1, 2020</b>
<b>Local WDBs</b> — Review of Local ETP Selection Policy/Coordination with Midpoint Local Plan Review. ....	<b>February 1, 2022</b>

#### **INQUIRIES:**

Please direct all questions or comments regarding this Issuance document to [dwdpolicy@ded.mo.gov](mailto:dwdpolicy@ded.mo.gov). All active DWD Issuances are available at [jobs.mo.gov/dwdissuances](https://jobs.mo.gov/dwdissuances). Expired/rescinded Issuances are available on request.

*For information about [Missouri Division of Workforce Development](#) services, contact a [Missouri Job Center](#) near you.  
Locations and additional information are available at [jobs.mo.gov](https://jobs.mo.gov) or 1-(888)-728-JOBS (5627).  
Missouri Division of Workforce Development is an [equal opportunity](#) employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Missouri Relay Services at 711.*

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<sup>11</sup> [DWD Issuance 14-2018](#), "Local and Regional Plan Modification Procedures," May 24, 2019.